



Department of Public Services

148 Park Street

Beverly, Massachusetts 01915

Telephone: (978) 921-6053 - Fax: (978) 921-8534

Michael P. Collins, P.E.
Director of Public Services

Richard M. MacNeill
Project Coordinator

MAY 17, 2010

TO BE POSTED ON ALL BULLETIN BOARDS

NOTICE IS HEREBY GIVEN THAT THE PUBLIC SERVICES DEPARTMENT PROPOSES TO FILL THE FOLLOWING POSITION IN THE WATER DIVISION:

ONE (1) WATER MAINTENANCE PERSON
\$19.7356 - \$21.8378 PER HOUR

THE LAST DATE FOR APPLYING FOR THE ABOVE VACANCY IS MAY 28, 2010.
POSITION(S) TO BE FILLED PENDING BUDGET APPROVAL.

SIGNED:

MICHAEL P. COLLINS, P.E.
DIRECTOR OF PUBLIC SERVICES

POSTED: HIGHWAY DIVISION
~~FORESTRY & GROUNDS DIVISION~~
MOTOR POOL DIVISION
WATER & SEWER DIVISION
CITY HALL

**City of Beverly
MASSACHUSETTS**

JOB DESCRIPTION

Title: Water Maintenance Person

Supervisor: Water and Sewer Foreman

Grade: 13

Civil Service: NO

Union: AFSCME 111

Summary:

Inspects, installs, maintains and repairs water mains, valves, meters, hydrants and other appurtenances of the water supply system; performs related work as required.

Supervision

Works under the supervision of a Working Foreman who assigns work and checks for proper performance of duties.

Essential Duties and Responsibilities:(Illustrative Only)

- Installs water mains and new water service lines and valves for new mains; inspects new mains being installed by contractors.
- Checks locations for manholes and valve boxes; dismantles, cleans and replaces broken parts of valves.
- Lays and repairs water mains; repairs gate valves; installs, repairs and tests fire hydrants.
- Installs service connections, including tapping water main and laying service pipes; connects shut-off valves and stop-box; digs and backfills trenches; locates and, as necessary, digs up curb boxes; thaws frozen lines in winter.
- Caulks joints, cuts pipe, removes broken pipe, puts on sleeves, shuts off gate valves and repairs stuffing boxes.
- Installs and removes consumer water meters; makes minor repairs to meters.
- Drives pick-up and dump trucks; orders materials; makes out reports on work performed and materials used; uses computers to track and plan work and read and repair meters.
- Other duties as assigned.

Qualifications:

- Knowledge of methods, materials and techniques used in the repair and tapping of water mains
- Knowledge of the water system including location and size of mains, hydrants and valves
- Good knowledge of the occupational hazards and safety precautions of the work
- Skills in the use of pipe fitting and plumbing tools required in water main repair and tapping of mains
- Ability to keep records and make reports

**City of Beverly
MASSACHUSETTS**

- 3 years experience as a Public Works Laborer in the installation and maintenance of water mains or equivalent mechanical experience and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Valid Massachusetts Commercial Drivers License
- Grade 2 water system distribution license within 6 months of hire

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical effort generally required. Ability to lift or move items weighing more than 50 pounds.

While performing the duties of this job, the employee is frequently required to stand. The employee frequently is required to walk, sit, climb and talk or hear. The employee is required to use hands and fingers to handle, or feel objects, reach with hands and arms, climb, balance, and stoop.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from moderate to high.